

PRE-VOCATIONAL/PRE-EMPLOYMENT TRAINING

SERVICE DESCRIPTION:

This service uses actual work experience to promote the client's utilization of behavioral and/or cognitive compensatory strategies in a facility-based or a community site work setting. Specific target goals are identified for intervention such as production rate, inappropriate social behavior, or fatigue that are barriers to direct vocational placement or entry into Division of Vocational Rehabilitation (DVR) services. The Qualified Head Injury Professional (QHIP) directly supervises the client at all times. Supervision may be provided for a group of clients, however, the staff/client ratio must allow for individualized feedback to each client regarding specific behavioral objectives.

SERVICE LIMITATIONS:

This service is provided to participants who:

- Express an interest in vocational pursuits;
- Are not currently eligible for services through the DVR; and
- Have the capacity to improve function relative to potential employment within one calendar year. *

*Calendar year will be used in determining start/ending dates for duration purposes.

For example: September 1, 2003, to September 1, 2004: Half days will be counted the same as full days for purposes of service duration. In the event an individual misses ten or more continuous sessions due to medical reasons, the Adult Head Injury (AHI) Service Coordinator may place the client on a Medical Hold Status and extend eligibility to equal the number of days missed.

PROVIDER REQUIREMENTS:

The Provider must:

- Have a Department of Health and Senior Services (DHSS) Participation Agreement for Professional and Special Services Provider form and Provider Application for the provision of pre-vocational/pre-employment training services;
- Have a formalized relationship with DVR and/or other local employment agencies; and
- Have documented policies and procedures in place to safeguard the safety and well being of the participants served.

Provider staff serving in the supervisor role:

- Must be a QHIP, with a bachelor's or master's degree in Vocational Rehabilitation Services **or** an individual with a degree in Rehabilitation Services, Rehabilitation Counseling, Education, or Special Education with at least two years experience working with persons with brain injury on employment issues.
- Must be responsible for development of treatment goals. Activities may be carried out by a direct care staff worker that meets qualifications listed below; and

- Must ensure that direct care staff receives training on intervention methods in pre-employment activities that the planning team identified for specific participants.

Provider staff performing direct care:

- Must have a high school diploma or equivalent;
- Have completed training in the Primary Skills from the Direct Care Worker Competency List within six months of employment. The Primary Skills would include the following six domains:
 1. General Overview;
 2. Working with the Consumer in his/her Environment;
 3. Professional Role and Job Skills of the Direct Care Worker;
 4. Learning About Community Resources;
 5. Safety and Welfare of the Consumer; and
 6. Policies of the Direct Care Worker's Organizational System.
- Must complete a minimum of five hours per year of continuing education specifically related to job duties after the first year of employment.

UNIT OF SERVICE	REIMBURSEMENT RATE
One six-hour day	\$138.00
One three-hour half-day	\$ 69.00

SERVICE PRODUCT:

Initial written detailed assessment and treatment plan listing specific behavioral objectives directed toward preparing the client for potential employment. The initial treatment plan must:

- Incorporate information from current and previous assessment of the client's employment readiness;
- Show how the Provider plans to work with the client to address specific barriers to readiness for DVR services or direct employment; and
- Show how the Provider plans to incorporate input from the client, family, and DVR counselor.
- Documentation of regular staff supervision directing the development of compensatory strategies consistent with the overall service plan and goals; and
- Documentation showing ongoing participation by DVR.
- A monthly progress report to the AHI Service Coordinator indicating the client's functional changes in work readiness skills during the period, successful methods used, barriers to

acquisition of skills, and maximum achievement expected.

NOTE: Refer to Treatment Plan and Progress Report.

DOCUMENTATION REQUIREMENTS:

Providers must retain for three years, from the date of service, fiscal and treatment records that coincide with and fully document services billed to DHSS, and must furnish or make the records available for inspection or audit by DHSS or its representative upon request. Failure to furnish, reveal, and retain adequate documentation for services billed to DHSS may result in recovery of the payments for those services not adequately documented and may result in sanctions to the Provider's participation in DHSS programs. This policy continues to apply in the event of the Provider's discontinuance as an actively participating DHSS Provider through change of ownership or any other circumstance.

REFERRAL INDICATORS:

The typical participant appropriate for this service meets the following guidelines:

- Stated interest in vocational pursuit is expressed by client/family;
- Client is of working age (21-60);
- Client is able to provide independent routine self-care, or arrangements have been made for assistance during time at the training facility;
- Assessments indicate potential to identify specific vocational goal;
- Assessments indicate ability to learn with constructive feedback, modeling, behavioral interventions; and
- Assessments indicate ability to improve performance rate to the level of volunteer, sheltered, supported, or competitive employment.

DESIRED OUTCOMES:

- Identification of performance relative to competitive employment standards, and recommendation for an appropriate work setting for the future;
- Clarification of feasible vocational goal and specific occupational areas for further exploration;
- Client's current specific work related strengths and weakness are identified for consideration by DVR and planning team when making future vocational plans;
- Identification of accommodations necessary to obtain and maintain community work whether volunteer, sheltered or competitive employment; and

Entrance into sheltered employment or other DVR services such as Supported Employment Program, or competitive employment within a year from entry into this service.